



REPLY TO
ATTENTION OF

**DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT HOOD
FORT HOOD, TEXAS 76544-5000**

**GARRISON POLICY
DHR- 07**

IMHD-HR

6 MAY 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: External Awards Program for US Army Garrison, Fort Hood

1. References:

- a. Army Regulation 600-8-22, Military Awards, dated 15 Sep11
- b. Army Regulation 215-1, Military Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities, 24 Sep 10
- c. Army Regulation 570-4 Manpower Management, 8 Feb 06
- d. IMCOM Regulation 672-9, Stalwart Award, 16 Jul 10
- e. DA Pamphlet 672-3, Unit Citation and Campaign Participation Credit Roster
- f. DA Pamphlet 420-06, Directorate of Public Works Resource Management System. 15 May 1997
- g. US Army Adjutant General School Memorandum, Adjutant General's Regimental Officer, Warrant Officer, Noncommissioned Officer, Soldier and Civilian of the Year, 25 Oct 12
- h. Department of Defense (DoD) Thomas Jefferson Awards Program, Standard Operating Procedure 2012
- i. DA, Family & Morale and Recreation Command Memorandum of Instruction James A. Carroll, Jr., Award for excellence in Club Management
- j. US Army Civilian Human Resources Annual Awards, The William H. Kushnick, the John W. Macy, Jr., Award, and the Nick Hoge Award Calendar Year 2012, 2 Nov 12

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k. Fort Hood Garrison Policy Memorandum DHR-06, Civilian Awards Program for US Army Garrison, Fort Hood, 22 Jan 13

2. Applicability: This policy is applicable to all civilian and military personnel assigned to and/or under the operational control of US Army Garrison (USAG), Fort Hood. It establishes a policy and procedure for applying for, tracking, and reporting government and non-government awards outside the scope of the Fort Hood Garrison Policy Memorandum DHR-06, Civilian Awards Program.

3. Policy:

a. This policy supports the goal of the Total Army Awards Program to foster mission accomplishment by recognizing the excellence of our garrison directorates, support offices, Soldiers and civilian workforce. Numerous award opportunities are sponsored at the DOD, DA, IMCOM level as well as other government and non-government award sponsors. It is incumbent on the Garrison leadership to make maximum use of these opportunities by competing in every eligible award category.

b. Awards. Each Installation Support Directorate (ISD)/Installation Support Office (ISO) is responsible for maintaining awareness of eligibility criteria and suspense dates for submission of award packets. The Directorate of Human Resources, Workforce Development Division (DHR/WFD), is responsible for maintaining a master garrison external awards tracker database (see enclosure 1). All ISD/ISOs will ensure DHR/WFD is aware of all award submission suspense dates for their activity. In the event an ISD/ISO does not compete for an award, they will notify DHR/WRD of that fact with reason for non-submission.

c. Staffing. Each ISD/ISO is responsible for generating award packets for their area of eligibility. Awards will be processed digitally/electronically to the maximum extent possible, to include digital signatures for approval and endorsement through Knowledge Management System (KMS) at <https://intranet.hood.army.mil/Pages/Welcome.aspx>. Staff coordination will include DHR/WFD. Awards will be submitted in accordance with the applicable regulations or administrative procedures. The original submitting ISD/ISO is responsible for monitoring and follow-up status until final disposition of the award nomination. When ISD/ISOs are award winner(s), they are responsible for notifying DHR/WFD and coordinating an appropriate presentation event with the Garrison Command Group, commensurate with the level of award received.

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4. Proponent: The Fort Hood Garrison, Director of Human Resources is the proponent for this policy. Point of contact is the Workforce Development Office at (254) 553-3700.

5. Expiration: This policy memorandum will remain in effect until superseded or rescinded.

2 Encls

1. External Awards Tracker
2. External Awards Management


MATTHEW G. ELLEDGE
COL, IN
Commanding

DISTRIBUTION:

- 1 Ea Installation Staff Directorates
- 1 Ea Installation Staff Offices

CF:

Civilian Personnel Advisory Center